AI at work: what your Canadian business needs to do

If anyone in your business uses ChatGPT, Copilot, an AI note-taker or the AI built into your everyday software, your business is using AI with other people's information. Canada has no AI Act, but the rules that already apply reach businesses of every size, and free tools count too.

What already applies

PIPEDA and provincial privacy laws	**Accountability:** you remain responsible for personal information staff paste into an AI tool, including when the provider processes it outside Canada. Be open about it and get consent where it is needed.
Québec Law 25	**Assess and inform:** a privacy impact assessment before acquiring or developing a technology project involving personal information, or sending it outside Québec; and notice when a decision about a person is based only on automated processing.
Ontario, since 1 January 2026	**Job postings:** employers with 25 or more employees must say in publicly advertised job postings whether AI is used to screen, assess or select applicants.
Privacy breaches	**Report and record:** a breach that creates a real risk of significant harm must be reported to the privacy commissioner and the people affected as soon as feasible, and every breach must be recorded.

Human rights and competition law apply to AI decisions and AI marketing claims as they do to anything else. Bill C-36, tabled in June 2026, would add duties for automated decisions; it is not yet law.

Five steps to take this month

- [ ] **List the AI you use.** Chat assistants, AI features in existing software, and anything staff use on personal accounts.
- [ ] **Decide what never goes in.** Client files, health and financial details, and anything you would not send to an outside company without a contract.
- [ ] **Train your staff and set rules.** Approved tools, what never goes in, when a person must check the output. Keep a record of who completed the training.
- [ ] **Check where the data goes.** Know which provider holds it and in which country, and in Québec complete a privacy impact assessment for new AI tools.
- [ ] **Flag uses that affect people.** If AI plays a part in hiring, managing staff or decisions about customers, tell people and keep a person in the loop.

Where to start: free and low-cost help

Free

Guide: AI law in Canada

What PIPEDA, Law 25 and the provincial rules mean when a business uses AI.

cyber-safe.ca/ai-law-canada/

Free

"AI at work" staff course

20 minutes, English or French, no sign-up. Staff who pass the quiz get a record of completion with a number anyone can check.

passport.cyber-safe.ca/learn/ai-at-work-canada/

Free

Copilot readiness check

Twelve questions in your browser, with your gaps ranked. No email, nothing recorded.

cyber-safe.ca/copilot-readiness/

C$295

AI Deployer Passport

A 30-minute online self-assessment: six ratings, an ordered action list and a dated statement you can share. 12 months, plus taxes.

cyber-safe.ca/ai-deployer-passport/

C$445

Passport + team pack

Everything in the Passport, plus a team code for up to 25 staff and a register of who completed the course. 12 months, plus taxes.

cyber-safe.ca/ai-deployer-passport/

Scan for the free staff course

Share it with everyone in your team who uses AI.

Scan for the AI Deployer Passport

See the sample statement and what the 30 questions cover.

Shared with you by _____

Your discount code _____

The AI Deployer Passport is a self-assessment. It is not a certificate, an audit, a privacy impact assessment or legal advice. This handout is general information about the Canadian rules current at October 2026; it is not legal advice.